

**OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT  
JOB DESCRIPTION: COMMUNICATIONS COORDINATOR**

**FUNCTION**

*The Communications Coordinator coordinates the ways in which the OACM communicates between Secretariat and the membership as well as the larger community. This role includes: overseeing the content and the coordination of the OACM website and the publication of The Rainbow; coordinating the OACM booth at Synod; keeping current files related to Cursillo pamphlets, PowerPoint presentations and talks used to inform the community and promote the OACM. This position is appointed by Secretariat.*

**GENERAL**

- Upholds the aims and purposes of Cursillo and the authentic three-day weekend.
- Uses the Christian approach in searching for solutions and presenting recommendations for change or improvement.
- Supports and encourages the efforts of all Cursillistas who serve the movement by any means.

**RESPONSIBILITIES AND DUTIES**

1. Attends all Secretariat meetings and the meetings with the Bishop.
2. Provides reports to Secretariat when required.
3. Is responsible to Secretariat for the publication of the OACM Newsletter, "THE RAINBOW". While responsible for its production, the Communications Coordinator does not necessarily have to be the editor/publisher of the newsletter; this is normally delegated to a volunteer Rainbow Editor/Publisher\* (see description below).
4. Is responsible to Secretariat for coordinating with the OACM Webmaster\*\* (see description below) for the maintenance of the OACM Website.
5. Is responsible to the Secretariat for liaising with the Database Coordinator\*\*\* (see description below) to ensure proper maintenance of the OACM database.
6. Liases with the Database Coordinator\*\*\* for updates to the OACM Cursillo mailing list and the email distribution list.
7. Keeps the OACM Facebook page current with relevant information about upcoming events and notes of interest.
8. Liaises with editor of Crosstalk and Parish Representatives about upcoming events.
9. Keeps a record of updated presentation materials related to the OACM Synod Booth and presentations to synod and Deanery meetings.
10. Screening Procedures  
Follows the requirements of the OACM Screening Procedures.

**\*Rainbow Editor/Publisher**

The Communications Coordinator may, with the approval of Secretariat, arrange for the appointment of an Editor/Publisher of the Rainbow. Such an appointee must be screened in accordance with

Secretariat procedures (*see* Appendix F2), and reports to Secretariat through the Communications Coordinator. The usual term limits for all Secretariat positions apply.

The Editor of the Rainbow is responsible for the layout, and production of the Rainbow (2 issues per year), and works through the Communications Coordinator in the solicitation of articles, announcements, and items of interest to the Community.

### **\*\*OACM Webmaster**

The Communications Coordinator may, with the approval of Secretariat, arrange for the appointment of a Webmaster to oversee administration and maintenance of the OACM Web site. Such an appointee must be screened in accordance with Secretariat procedures (*see* Appendix F2), and reports to Secretariat through the Communications Coordinator. The usual term limits for all Secretariat positions apply.

### **\*\*\* Database Coordinator**

The Communications Coordinator may, with the approval of Secretariat, arrange for the appointment of a Database Coordinator to oversee the establishment and maintenance of an electronic member information database. Such an appointee must be screened in accordance with Secretariat procedures (*see* Appendix F2), and reports to Secretariat through the Communications Coordinator. The usual term limits for all Secretariat positions apply.

## **TIME COMMITMENT**

<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Prepare for monthly meetings	0.5	10 meetings	5
Attend all monthly Secretariat Meetings	3	10 meetings	30
Communicate with OACM and Secretariat on relevant news and changes	2	10 months	20
Attend Annual General Meeting	2	1 meeting	2
Correspondence with parish representatives	2	10 months	20
Assists the Webmaster with web updates	0.5	10 months	5
Communicate with the editor of the Rainbow	1	12 months	12
Update Cursillo mailing list	6	Annually	6
Liaise with Database Coordinator for updates	1	Quarterly	4
Attend Send-offs	3	2 weekends	6
Attend Manyanitas	1	2 weekends	2
Attend Closings	3	2 weekends	6
Attend Central Ultreyas	2	6 occurrences	12
<b>Average hours per month:</b>		<b>11</b>	
<b>Total hours per year:</b>		<b>130</b>	
<b>Note: Travel time to attend meetings and functions are not considered in the above</b>			